

CYPRESS, INC. COMPLETION CHECKLIST  
 ZORRO RANCH PROPERTY TRANSFER  
 Last Revised: 2/9/2012

Document	Office	Requirements	Status	Deadline
Special Warranty Deed from Zorro to Cypress	Santa Fe County Clerk	<ul style="list-style-type: none"> <li>File notarized deed</li> </ul>	Filed (done)	N/A
Quitclaim Deed from Epstein to Cypress	Santa Fe County Clerk	<ul style="list-style-type: none"> <li>File notarized deed</li> </ul>	Filed (done)	N/A
Assignment of Right of Way 30137	State Land Office Melissa Armijo [REDACTED]	<ul style="list-style-type: none"> <li>Obtain old bond from M. Armijo (received conf. email from Armijo 1/31)</li> <li>Obtain new bond covering damage</li> <li>File new bond with Completed Assignment</li> <li>\$50.00 filing fee</li> <li>Land Commissioner approval</li> </ul>	Waiting for bond copy from Melissa Armijo	N/A
Assignment of State Lease GR 2088	State Land Office Theresa Montoya	<ul style="list-style-type: none"> <li>Complete Assignment form</li> <li>\$50.00 filing fee</li> <li>Must notify State Land Office once grazing lease negotiated</li> <li>Land Commissioner approval</li> </ul>	Submitted to SLO 1/31/2012 and awaiting Land Commissioner approval	N/A
Assignment of State Lease GR 2122	State Land Office Theresa Montoya	<ul style="list-style-type: none"> <li>Complete Assignment form</li> <li>\$50.00 filing fee</li> <li>Must notify State Land Office once grazing lease negotiated</li> <li>Land Commissioner approval</li> </ul>	Submitted to SLO 1/31/2012 and awaiting Land Commissioner approval	N/A
Application for Agricultural Valuation	Santa Fe County Assessor Daniel King [REDACTED]	<ul style="list-style-type: none"> <li>Complete Special Use Application</li> <li>Include Lessee information with Tax ID</li> <li>Attach copy of Lease</li> <li>Include copy of deed showing property transfer</li> </ul>	DGG to prepare	February 29, 2012
Transfer BLM Lease	Bureau of Land Management Taos Field Office Jacob Young [REDACTED]	<ul style="list-style-type: none"> <li>Complete lease application</li> <li>Transferor and Transferee acknowledgment</li> <li>\$10 filing fee</li> </ul>	Application lease based on prior permit information	March 15, 2012

<b>Document</b>	<b>Office</b>	<b>Requirements</b>	<b>Status</b>	<b>Deadline</b>
Brand Card Name Change	New Mexico Livestock Board	<ul style="list-style-type: none"> <li>Complete Application</li> <li>\$100 change fee</li> <li>\$175 renewal fee</li> </ul>	Requires Cypress execution	Tracks BLM Transfer
Water Rights Change Ownership E-05509	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-06008	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-06009	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-06010	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-06478	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-07871	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Water Rights Change Ownership E-08976	Office of State Engineer (Alb Division) David Anderson [REDACTED]	<ul style="list-style-type: none"> <li>Form WR02d</li> <li>Signature for Cypress</li> </ul>	Requires Cypress execution	N/A
Application to Sublease GR 2088	State Land Office	<ul style="list-style-type: none"> <li>Application to Sublease showing Chavez as Sublessee</li> <li>\$200 sublease fee</li> </ul>	Requires Cypress execution	Must be filed within 30 days of entering into sublease
Application to Sublease GR 2122	State Land Office	<ul style="list-style-type: none"> <li>Application to Sublease showing Chavez as Sublessee</li> <li>\$200 sublease fee</li> </ul>	Requires Cypress execution	Must be filed within 30 days of entering into sublease
Livestock Control Agreement	BLM	<ul style="list-style-type: none"> <li>Complete form in connection with Chavez sublease</li> </ul>	DGG to prepare	File after transfer to Cypress
Bill of Sale for Cattle		<ul style="list-style-type: none"> <li>Form available w/ NM Livestock Board</li> </ul>	Requires Cypress execution	

